

## New Community Career & Technical Institute Training Plan for Work-Based Activities

### 1. Overview

Work-based services at New Community Career & Technical Institute are structured learning activities conducted in a setting that involves partnering employers. This includes employers in the automotive, culinary arts, construction building trades, and health care fields.

### 2. Programs and Sectors

<b>NCCTI Post-Secondary Program</b>	<b>Sector/Industry</b>	<b>Supervision by NCCTI Program Staff</b>
Automotive Technician	Transportation, Logistics & Distribution	Job Developer and/or Case Manager
Culinary Arts Specialist	Hospitality, Food Service	Job Developer and/or Case Manager
Construction Building Trades	Construction	Job Developer and/or Case Manager
Patient Care Technician	Health Care	Job Developer and/or Case Manager
Certified Medical Assistant	Health Care	Job Developer and/or Case Manager

### 3. Participation, Objectives, Experiences, & Competencies

Participation in NCCTI work-based activity is not guaranteed. Students must meet specific criteria determined by NCCTI staff. Student attendance, grades, and shop/classroom skill-level must be satisfactory. Students also must attend job readiness/employability skills workshops.

#### Objectives

All work-based activities conducted and overseen by NCCTI have two main objectives:

- Provide students with the opportunity to develop and apply a ‘real-world’ work experience using the knowledge and skills they attain in their program of study
- Provide the institution with objective input from potential employers

### 4. Competencies

Students must demonstrate mastery of specific competencies while participating in work-based activities. These competencies are aligned with the program’s current curriculum and course objectives.

### 5. Evaluation

Each work-based activity student experience is evaluated upon its conclusion. This is done by the program instructor, job developer, or designated staff member.

#### 6. Supervision

NCCTI work-based activities are overseen by our Job Developer, with the support of our Case Manager/Student Service staff member. Program instructors are also involved with the supervision and oversight of students participating in work-based activities. The agreement outlines the responsibilities for the student and partnering employer. NCCTI's students have specific tasks and behaviors they are held accountable to through the employer and school. Each host agency or business designates an employee to act as liaison and to communicate with the student and NCCTI tracks the students' progress.

#### 7. Written Agreements

Students, NCCTI staff, and partners that participate in work-based activities with NCCTI agree to numerous things through written agreements. These written agreements are revised and evaluated annually by instructors, support staff, and administrators.